



# Forest Heights Police Department Policy and Procedures Manual

Subject:	Personnel			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter:	2	Section:	3	Replaces: All New
Original Issue: 01/01/16		Revised:		

## A. Purpose

To establish a policy regarding employment with the Forest Heights Police Department (FHPD).

## B. Applicability

### 1. Sworn Police Employees

- The compensation, classification and status of FHPD sworn personnel will be determined in accordance with the Town of Forest Heights personnel rules and regulations.
- When not in conflict with the personnel rules and regulations of the Town of Forest Heights all FHPD sworn personnel will be governed by the policies, procedures, and rules of the Forest Heights Police Department (FHPD) and Article 23 of the Town Ordinance Code. The Law Enforcement Officers Bill of Rights (LEOBR) will prevail where conflicts occur

### 2. Civilian Employees

- The compensation, classification and status of civilian employees will be determined in accordance with the Town of Forest Heights personnel rules and regulations.
- When not in conflict with the personnel rules and regulations of the Town of Forest Heights all civilian employees will be governed by the policies procedures and rules of the Forest Heights Police Department (FHPD).

## C. Employment

### 1. Policy

- The FHPD, in accordance with the Town of Forest Heights employment practices, provides employment and promotional opportunities without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation or physical disability.
- The masculine gender, as used herein, refers to all persons, both male and female.

### 2. Objectives

- To assure that all personnel involved in the recruitment, selection and training of employees and in the administration of the promotional process are knowledgeable of equal employment opportunity principles and demonstrate these principles during the exercise of their responsibilities.
- To establish job-related selection criteria predictive of the applicant's aptitude to successfully complete the entrance-level training and to successfully perform on the job.
- To assure that the selection criteria do not have a disproportionate impact upon any group with regard to race, creed, sex, age, color, national origin, marital status, sexual orientation or physical or mental disability; unless said criterion is demonstrated to be a bona fide occupation requirement.
- To recruit applicants that can successfully meet selection criteria without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation or physical or mental disability
- To establish promotional criteria that is job-related and predictive of the applicant's aptitude to successfully perform in the promotional grade.

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- f. To assure that the promotional criteria do not have a disproportionate impact upon any group with regard to race, creed, sex, age, color, national origin, marital status, sexual orientation or physical or mental disability, unless said criteria is demonstrated to be a bona fide promotional requirement.
- g. To assure that all positions within the FHPD are available to persons without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation or physical or mental disability, unless such a position has been demonstrated to require a specific group of people because of a bona fide occupational requirement.
- h. To assure that those placed in positions of authority, supervision and management are knowledgeable of equal opportunity principles and apply these principles with fairness and impartiality in the exercise of their responsibilities
- i. The Town of Forest Heights Personnel Office maintains the appropriate recruitment, selection and employment records required for federal and state reports and for evaluating and accomplishing the objectives outlined herein.

### **D. Probation**

- 1. The time period, conditions, and rules of sworn and civilian personnel serving in a probationary status will be in accordance with that established by the Town policy and agreed to or as amended by the Chief in accordance with the needs of the FHPD and officer safety circumstances.
- 2. Sworn Personnel will remain on probation until successfully completing 12 consecutive months of full time employment with the FHPD and authorized by the FHPD Chief of Police as having successfully completed the probation period.

### **E. Civilian Position Reclassification**

FHPD civilian job reclassifications will be processed through the Forest Heights Town Administrator.

### **F. Designating Employees in an Acting Capacity**

- 1. The need for the FHPD to designate an employee to function in an acting capacity to perform the duties of an unoccupied position will be referred to the Forest Heights Town Administrator. An unoccupied position is one that is vacant:
  - a. on a permanent basis due to a transfer, promotion reassignment or retirement; or
  - b. on a temporary basis when the incumbent is on extended training, sick leave or on temporary assignment.
- 2. Authorizing employees to perform in an acting capacity:
  - a. Is a prerogative of the Mayor of Forest Heights, subject to Town Council approval.
  - b. May create a fiscal burden on the FHPD.
- 3. The FHPD may designate an employee to perform temporary duties in a classification/rank for which the rate of pay is higher than that of the employee's classification/rank for any of the following reasons:
  - a. The absence of an incumbent;
  - b. A vacancy exists for which recruitment is underway; and
  - c. Unusual circumstances that necessitate assignment of duties at a level higher than that of the employee's classification/rank.
- 4. When evaluating the need for acting capacity, supervisors will consider the following:

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- a. Duties and responsibilities to be performed.
  - b. Priority of work assignments.
  - c. The feasibility of reassigning specific duties, either temporarily or permanently to other employees. Issues to consider include the following:
    - (1) Consider availability of other employees.
    - (2) Consider duties to be reassigned to other employees.
    - (3) For civilians, if assignment of duties is to be permanent, will it cause for reclassification of any employee's existing position?
    - (4) If duties are permanently reassigned, does this indicate that an excess of person existed prior to this time.
    - (5) If the duties are permanently reassigned, what effect will it have on the organizational structure of the FHPD?
  - d. Temporary reassignments should be made to two or more employees and/or a supervisor.
  - e. Job responsibility, not volume or work determines eligibility for acting pay.
5. Supervisors who think an employee is eligible to receive acting pay should contact the Chief and should be ready to answer the following questions:
- (a) Does the employee meet the minimum requirements for the acting class?
  - (b) Does the employee have the greatest seniority in the unit?
  - (c) Is there an employee in the unit with greater seniority who meets the requirements for the higher class/rank and is on the eligible list for the higher class/rank?
6. Prior approval for an employee to function in a higher classification/rank and wear the rank insignia authorization must be obtained from the Chief and the Forest Heights Town Administrator.
7. When an employee is designated to fill a vacant position in an acting capacity his permanent position will not, unless specifically designated by the Chief, be considered vacant. For example, if a FHPD officer is designated a sergeant in an acting capacity the officer position will not automatically be filled by an additional acting position.
8. As budgetary constraints dictate, the Town Council may approve action pay to an employee functioning in an acting capacity.
9. The Chief will initiate the process of reviewing the feasibility of promoting any position when it is determined that the rank assigned is inappropriate for the duties and responsibilities of the position in question.